



LEROY D. BACA, SHERIFF

**County of Los Angeles**  
**Sheriff's Department Headquarters**  
**4700 Ramona Boulevard**  
**Monterey Park, California 91754-2169**



January 20, 2004

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
Los Angeles, California 90012

Dear Supervisors:

**AWARD JOB ORDER CONTRACT FOR REPAIR  
AND REFURBISHMENT OF SHERIFF'S DEPARTMENT FACILITIES  
(ALL DISTRICTS) (3 VOTES)**

**JOINT RECOMMENDATIONS WITH THE CHIEF ADMINISTRATIVE OFFICER THAT  
YOUR BOARD:**

1. Award a Job Order Contract (JOC) to MTM Construction, Inc., for a one-year period and a maximum cost of \$3 million to be financed from the Sheriff's Inmate Welfare Fund and the County's Capital Projects fund.
2. Authorize the Sheriff to prepare and execute the JOC in the form previously approved by County Counsel and establish the effective date following receipt of approved Faithful Performance and Labor and Materials Bonds filed by the contractor.
3. Authorize the Sheriff to execute work orders not to exceed the maximum amount of the contract.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

Approval of the recommendations will enable the Sheriff's Department to address some of the repair and maintenance issues at the various facilities. The JOC contract will be used on an as-needed basis when the work is required. The success of previous JOCs awarded by your Board to other County Departments has demonstrated the effectiveness of this type of contracting.

*A Tradition of Service*

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There are insufficient in-house resources to fulfill the current and anticipated Sheriff's Department requirements for facility repairs and refurbishment. The recommended contract will augment current Sheriff's staffing and is required to complete high priority work which needs to be completed as soon as possible to assure secure and safe facilities for both employees and inmates. The Sheriff will provide quarterly updates on all JOC activities to the Chief Administrative Office (CAO).

#### Implementation of Strategic Plan Goals

This action meets the County's Strategic Plan Goals of Service Excellence and Fiscal Responsibility since these construction projects will provide improved facilities to mitigate the current needs of outdated and/or required extraordinary repair work within the Sheriff's facilities.

#### **FISCAL IMPACT/FINANCING**

The projects undertaken utilizing this JOC program will be funded by the Inmate Welfare Fund and other Department budgeted funds at a maximum cost of \$3,000,000. No work will be assigned to the JOC contractor without the Sheriff's and the CAO's prior review and approval.

Funds for each project under this contract will be encumbered in the appropriate fund before work begins. Total contract amount encumbered under this JOC program will be limited to a maximum of \$3,000,000 and will not exceed the amount.

#### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

On March 16, 2000, your Board authorized and approved a consulting services agreement between the Sheriff and the Gordian Group, Inc., to develop and implement a JOC program for the repair, maintenance, and refurbishment of Sheriff's facilities.

The establishment of this program has enhanced the Sheriff's Department's internal ability to effectively and efficiently respond to a broad array of facility repairs, extraordinary maintenance, minor facility alterations, and rehabilitation projects. The requested Agreement meets Federal, State, and County contracting requirements. The JOC Agreement being considered at this time is not a Proposition "A" contract, due to its intermittent, as-needed structure and, therefore, is not subject to the County's Living Wage Program. The JOC agreements, including any options exercised, will not exceed

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the statutory limits of \$3,000,000 and a term of one (1) year, as specified in Section 20128.5 of the Public Contract Code.

The JOC specifications contain provisions requiring the contractor to report solicitations of improper consideration by County employees and allowing the County to terminate the contract if it is found that the contractor offered or gave improper consideration to County employees. On all publicly funded projects in excess of \$1,000 the contractor will be required to pay prevailing wage rates to all persons employed on the JOC Program. Contracts for more than \$250,000 contain a provision that should the Contractor require additional personnel to carry out the contract work, consideration will be given to hire permanent County employees who are scheduled for layoff after the effective date of the contract.

The JOC includes Board-mandated provisions, including Jury Service Compliance, Safely Surrendered Baby Law Compliance, consideration for hiring County employees targeted for layoff, consideration for hiring GAIN/GROW participants, notification to the County when 75 percent of the contract sum is reached, no payment for services following expiration, contractor responsibility and debarment, the Federal Earned Income Tax Credit notification, and use of recycled paper.

Under this JOC, the contractor will not be asked to perform services that exceed the scope of the work or contract dates.

### **CONTRACTING PROCESS**

On July 1, 2003, your Board adopted the JOC Unit Price Book and Specifications for the repair and refurbishment of Sheriff's facilities and instructed the Executive Officer to advertise for bids. Notice was posted on the Los Angeles County web site and in various newspapers. A pre-bid conference was held on July 15, 2003, to discuss bidding and project requirements. On July 29, 2003, two competitive bids were received. MTM Construction, Inc., was the apparent lowest responsible bidder meeting the criteria adopted by your Board.

MTM Construction, Inc., has been identified as a Community Business Enterprise (CBE) vendor, consistent with your Board's CBE participation goal. A completed form of the Los Angeles County Community Business Enterprise (CBE) Firm/Organization Information Form is provided as Attachment A.

Under the agreement with the Gordian Group, Inc., the consultant is providing advice on JOC Program contract matters and updating of the JOC Program Pricing Manual.

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### **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

The use of this contract will expedite the completion of Sheriff's facilities' repair and refurbishment work at its jails, stations, and other non-secure facilities. Minor impacts to employees will occur while repair or refurbishment work is underway. However, the Sheriff's Department will take the appropriate measures to minimize the impacts of construction activities to the current Sheriff's operations within the various facilities as part of this contract.

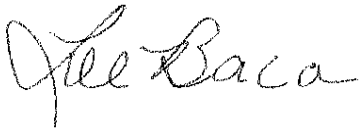
### **ENVIRONMENTAL DOCUMENTATION**

The implementation of each work order under this JOC is subject to prior determination and documentation by the Sheriff that the work order is categorically exempt from the California Environmental Quality Act (CEQA). In the event the work order is not exempt, your Board will be requested to approve the appropriate environmental finding and documentation prior to implementation. Federally funded work orders shall be subject to an additional environmental determination by the appropriate Federal agencies.

### **CONCLUSION**

Please return one adopted copy of this letter to the Chief Administrative Office (Capital Projects), and the Sheriff's Department (Facilities Planning Bureau).

Respectfully submitted,



LEROY D. BACA  
SHERIFF

  
DAVID E. JANSSEN  
Chief Administrative Officer

Attachment A

**FIRM/ORGANIZATION INFORMATION AS PROVIDED BY CONTRACTOR  
FOR JOB ORDER CONTRACTS**

This information was gathered for statistical purposes only. On final analysis and consideration of award, selection was made without regard to gender, race, creed or color.

FIRM INFORMATION		MTM Construction, Inc.
Cultural/Ethnic Composition		% of Ownership
OWNERS/PARTNERS	Black/African American	0%
	Hispanic/Latin American	0%
	Asian American	100%
	American Indian/Alaskan	0%
	All others	0%
	Women (included above)	0%
		<b>Number</b>
MANAGER	Black/African American	0
	Hispanic/Latin American	0
	Asian American	6
	American Indian/Alaskan	0
	All others	1
	Women (included above)	1
STAFF	Black/African American	0
	Hispanic/Latin American	2
	Asian American	1
	American Indian/Alaskan	0
	All others	0
	Women (included above)	1
TOTAL # OF EMPLOYEES		11
BUSINESS STRUCTURE		Corporation
Certified as Minority, Women, Disadvantaged or Disabled Veteran Business Enterprise?		DBE, MBE
CERTIFYING AGENCY		SBA, LA County